



Republic of the Philippines
Province of Southern Leyte
CITY OF MAASIN

Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions in the Local Government Unit of Maasin City in the CSC website:

VICTORIA D. MARAON

SAO-HRMO IV

Date: January 24, 2019

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Experience	Training	Eligibility	Competency (if applicable)	
1	1 Supervising Administrative Officer - (Accountant IV)	2019-P-122	SG22	P49,909.00	Graduate of Bachelor of Science in Accountancy	3 years of relevant experience	16 hours of relevant training	RA 1080 (CPA)		City Accountant's Office
2	1 Administrative Officer V - (Accountant III)	2019-P-123	SG18	P32,372.00	Graduate of Bachelor of Science in Accountancy	2 years of relevant experience	8 hours of relevant training	RA 1080 (CPA)		City Accountant's Office
3	1 Dentist II	2019-P-301	SG17	P34,781.00	Doctor of Dental Medicine or Dental Surgery	1 year of relevant experience	4 hours of relevant training	RA 1080 (Dentist)		City Health Service Office
4	1 Dentist I	2019-P-302	SG14	P26,494.00	Doctor of Dental Medicine or Dental Surgery	None required	None required	RA 1080 (Dentist)		City Health Service Office
5	1 Administrative Officer IV - (Administrative Officer II)	2019-P-006	SG15	P24,659.00	Bachelor's degree in Commerce/Business Administration major in Accounting	1 year of relevant experience	4 hours of relevant training	Career Service (Professional), Second Level Eligibility		City Mayor's Office
6	1 Local Revenue Collection Officer II	2019-P-192	SG15	P24,659.00	Bachelor's degree	1 year of relevant experience	4 hours of relevant training	Career Service (Professional), Second Level Eligibility		City Treasurer's Office
7	1 Nurse I	2019-P-307	SG11	P20,179.00	Bachelor of Science in Nursing	None required	None required	RA 1080 (Nurse)		City Health Service Office

8	2 Midwife II	2019-P-324 2019-P-326	SG11	P20,179.00	Completion of Midwifery Course	1 year of relevant experience	4 hours of relevant training	RA 1080 (Midwife)		City Health Service Office
9	1 Midwife I	2019-P-330	SG9	P17,473.00	Completion of Midwifery Course	None required	None required	RA 1080 (Midwife)		City Health Service Office
10	1 Computer Programmer I	2019-P-029	SG11	P17,152.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional), Second Level Eligibility		City Mayor's Office (ICTU)
11	1 Labor and Employment Officer I	2019-P-034	SG11	P17,152.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional), Second Level Eligibility		City Mayor's Office (PESU)
12	1 Administrative Officer I - (Records Officer I)	2019-P-207	SG10	P15,910.00	Bachelor's degree	None required	None required	Career Service (Professional), Second Level Eligibility		City Treasurer's Office
13	1 Administrative Officer I - (Supply Officer I)	2019-P-208	SG10	P15,910.00	Bachelor's degree	None required	None required	Career Service (Professional), Second Level Eligibility		City Treasurer's Office
14	1 Agricultural Technologist	2019-P-379	SG10	P15,910.00	Bachelor's degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	None required	None required	Relevant RA 1080 (Agriculturist, Agricultural Engineer, Fisheries Technologist and Veterinarian)		City Agriculture's Office
15	3 Administrative Assistant II - (Data Entry Machine Operator II)	2019-P-102 2019-P-132 2019-P-213	SG8	P13,840.00	Completion of two years in college or High School Graduate with relevant vocational/trade course	1 year of relevant experience	4 hours of relevant training	Career Service (Subprofessional), Data Encoder (MC 11, s. 96 - Cat. I), First Level Eligibility		City Planning and Dev't Office City Accountant's Office City Treasurer's Office
16	2 Administrative Aide VI - (Data Entry Machine Operator I)	2019-P-030 2019-P-145	SG6	P12,189.00	Completion of two years in college or High School Graduate with relevant vocational/trade course	None required	None required	Career Service (Subprofessional), Data Encoder (MC 11, s. 96 - Cat. I), First Level Eligibility		City Mayor's Office (ICTU) City General Services Office
17	1 Administrative Aide VI - (Clerk III)	2019-P-215	SG6	P12,189.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional), First Level Eligibility		City Treasurer's Office
18	1 Administrative Aide VI - (Disbursing Officer I)	2019-P-212	SG6	P12,189.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional), First Level Eligibility		City Treasurer's Office

19	1 Draftsman I	2019-P-257	SG6	P12,189.00	Completion of two years in college or High School Graduate with relevant vocational/trade course	None required	None required	Career Service (Subprofessional), Draftsman or Illustrator (MC 10, s. 2013 - Cat. II), First Level Eligibility		City Engineer's Office
20	1 Sanitation Inspector I	2019-P-334	SG6	P14,340.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional), First Level Eligibility		City Health Service Office
21	1 Livestock Inspector I	2019-P-398	SG6	P12,189.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional), First Level Eligibility		City Veterinary Services Office
22	2 Revenue Collection Clerk I	2019-P-197 2019-P-201	SG5	P11,459.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional), First Level Eligibility		City Treasurer's Office City Treasurer's Office
23	1 Youth Development Assistant I	2019-P-359	SG5	P11,459.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional), First Level Eligibility		City Social Welfare & Development Office
24	1 Administrative Aide IV - (Stenographer I)	2019-P-010	SG4	P10,773.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional), First Level Eligibility		City Mayor's Office
25	1 Heavy Equipment Operator I	2019-P-267	SG4	P10,773.00	High School Graduate or Completion of relevant vocational/trade course	None required	None required	Heavy Equipment Operator (MC 10, s. 2013 - Cat. II)		City Engineer's Office
26	1 Administrative Aide IV - (Cash Clerk I)	2019-P-431	SG4	P10,773.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional), First Level Eligibility		Local Economic Enterprise - City Terminal Section
27	3 Administrative Aide IV - (Clerk II)	2019-P-399 2019-P-405 2019-P-406	SG4	P10,773.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional), First Level Eligibility		City Veterinary Services Office City Civil Registrar's Office City Civil Registrar's Office
28	4 Administrative Aide III - (Clerk I)	2019-P-035 2019-P-076 2019-P-179 2019-P-238	SG3	P10,127.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional), First Level Eligibility		City Mayor's Office(PESU) SP-Secretariat City General Services Office City Assessor's Office
29	1 Administrative Aide III - (Driver I)	2019-P-346	SG3	P11,914.00	Elementary School Graduate	None required	None required	Driver's License (MC 11, s. 96 - Cat. IV as amended by MC 10, s. 2013 - Cat. IV)		City Health Service Office
30	1 Administrative Aide III - (Driver I)	2019-P-285	SG3	P10,127.00	Elementary School Graduate	None required	None required	Driver's License (MC 11, s. 96 - Cat. IV as amended by MC 10, s. 2013 - Cat. IV)		City Engineer's Office

31	1 Administrative Aide III - (Carpenter I)	2019-P-274 2019-P-275 2019-P-276	SG3	P10,127.00	Elementary School Graduate	None required	None required	Carpenter (MC 11, s. 96 - Cat. I as amended by MC 10, s. 2013 - Cat. II)		City Engineer's Office
32	6 Administrative Aide III - (Utility Worker II)	2019-P-011 2019-P-033 2019-P-157 2019-P-220 2019-P-360 - 2019-P-420	SG3	P10,127.00	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III, as amended by MC 10, s. 2013 - Cat. III)		City Mayor's Office City Mayor's Office (IASU) City General Services Office City Treasurer's Office City Social Welfare & Dev't Office LEE - City Market Section
33	7 Administrative Aide I - (Utility Worker I)	2019-P-036 2019-P-088 2019-P-117 2019-P-118 2019-P-162 2019-P-180 2019-P-391 2019-P-411	SG1	P8,934.00	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III, as amended by MC 10, s. 2013 - Cat. III)		City Mayor's Office (PESU) City Administrator's Office City Budget Services Office City Budget Services Office City General Services Office City General Services Office City Agriculture's Office DILG City Office
34	1 Administrative Aide I - (Laborer I)	2019-P-176	SG1	P8,934.00	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III, as amended by MC 10, s. 2013 - Cat. III)		City General Services Office

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than **February 8, 2019**.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Performance rating in the present position for one (1) year (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

VICTORIA D. MARAON

SAO-HRMO IV

Local Government Unit - Maasin City

E. Rafols St., Tunga-Tunga, Maasin City, Southern Leyte

lgumaasincity@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.